

## Filing A Plan

This process shows the steps to file a plan or an amended plan in a chapter 9, 11, 12 or 13 case.

- STEP 1** Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ☐ Click on **Plan Related Events**.
- ☐ For further information on each of these categories, click the **(Help)** icon.



- STEP 3** The **FILE A PLAN** screen displays.

- ☐ Enter the case number for the appropriate case using the YY-NNNNN format.
- ☐ Click the **[Next]** button.

- STEP 4** The **EVENTS** screen displays.

- ☐ Select the type of plan or amended plan being filed from the list of events.
- ☐ Click the **[Next]** button.

- STEP 5** The **SELECT THE PARTY** screen displays.

- ☐ Select the **Debtor(s)** from the party list.
- ☐ Click the **[Next]** button.

**STEP 6** The **PDF ATTACHMENT** screen displays.

- ☐ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path name for the document being filed.
- ☐ To verify that this is the appropriate document, highlight the document name.
  - ▶ Right click with your mouse.
  - ▶ Select **open** to view the imaged document.
  - ▶ Click **X** in the upper-right corner to exit the image.
  - ▶ If correct, double-click the PDF file to select it.
- ☐ Unless you have a separate PDF file to attach (scanned exhibits, etc.) leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (If you select **Yes** then go to the section on Motions/Applications for a step by step procedure.)
- ☐ Click the **[Next]** button.

**STEP 7** The **MODIFY TEXT** screen displays.

- ☐ Verify accuracy of information in text window.
- ☐ Use the back button to make changes. Click on any menu option to abort the event.
- ☐ Information may be added to the white text box when necessary.
- ☐ Click the **[Next]** button.

**STEP 8** The **FINAL TEXT** screen displays.

- ☐ This is your last opportunity to verify the accuracy of your information.
- ☐ Click the **[Next]** button.

**STEP 9** The **NOTICE OF ELECTRONIC FILING** screen displays.

- ☐ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. The notice will also indicate the parties that have or have not been electronically served with the filing.

- ☐ The **Case Number** hyperlink will display the docket report for this case.
  - ☐ The **Document Number** hyperlink will display the PDF image of the application just filed.
  - ☐ To print a copy of this notice, click the browser **[Print]** icon or click **[File]** on the browser menu bar and select **Print**.
  - ☐ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
    - ▶ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.
- **NOTE:** You **MUST** enter your PACER login and password to view any documents or reports or perform any queries.